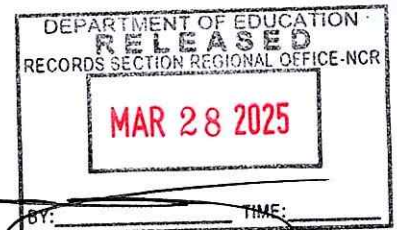





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 316, s.2015

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS of Pasay City**

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** **Invitation to the OHRA Policy Validation Workshop with Non-Teaching and Related-Teaching Personnel**

**DATE :** March 26, 2025

1. Enclosed is a copy of the Advisory in reference to Memorandum DM-OUHROD-2025-0512 of Undersecretary Wilfredo E. Cabral, relative to the conduct of the above mentioned activity on April 1-4, 2024 at Tanza Oasis Hotel, Tanza, Cavite, for information and appropriate action.

2. In this connection, it is requested that one (1) Education Program Supervisor/Public Schools District Supervisor, representing related teaching personnel group, be authorized to participate on the said activity.

3. Travelling and other incidental expenses shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.

4. For immediate dissemination.



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)



**Annex B.1. of DM-OUHROD-2025-0512:**

**LIST OF PARTICIPANTS**

Bureau of Human Resource and Organizational Development – Human Resource Development Division  
 Recruitment, Selection, Placement, and Induction (RSPI) System

OHRA Policy Validation Workshop with Non-Teaching and Related-Teaching Personnel  
 April 1-4, 2025  
 Tanza Oasis Hotel, Tanza, Cavite

No.	NAME	POSITION	OFFICE CO/RO/SDO
<b>5 Recruitment, Selection, and Placement – National Technical Working Group (RSP-NTWG) Members</b>			
1	Harvie Villamor	Chief Education Supervisor	Region VIII
2	Janice Gamalong	Supervising Administrative Officer	Region XI
3	Arniel Garque	Public Schools Division Superintendent	Guimaras
4	Elsa Mariano	Administrative Officer V	NCR
5	Menchie Kubayashi	Administrative Officer V	Pasig City
<b>16 identified non-teaching and related-teaching personnel participants (1 representative per region)</b>			
<b>Region</b>		<b>Participants</b>	
CAR, VI, II, VIII, IV-A, V, X, XII		<b>Non-Teaching Personnel</b> (preferably Chief in the SDO/RO)	
NCR, I, III, IV-B, VII, IX, XI, Caraga		<b>Related Teaching Personnel</b> (preferably Supervisors-EPS/PSDS)	
1 participant from <b>Office of the Undersecretary for HROD</b>			
3 participants from <b>BHROD – Office of the Director</b>			
5 participants from <b>BHROD Divisions</b>			
<ul style="list-style-type: none"> <li>• 2 participants from Personnel Division</li> <li>• 1 participant from School Effectiveness Division</li> <li>• 1 participant from Organization Effectiveness Division</li> <li>• 1 participant from Employee Welfare Division</li> </ul>			
5 Program Managers and Secretariat from <b>BHROD - Human Resource Development Division</b>			

For more information and further clarification (e.g., identified participants, access to registration link, etc.), please contact the **RSPI Team of the BHROD-Human Resource Development Division** email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone no. (02) 8470-6630.



**Annex B.2. of DM-OUHROD-2025-0512 (Updated):**

<b>Activity Title</b>	<i>OHRA Policy Validation Workshop with Non-teaching and Related-teaching Personnel</i>
<b>Schedule</b> Inclusive Dates Time/s Duration (in hours)	April 1-4, 2025 8:00 AM to 12:00 PM & 1:00 PM to 5:00 PM daily 40 hours
<b>Participants</b>	Members of Recruitment, Selection, Placement, and Induction (RSPI) National Technical Working Group (RSPI-NTWG); BHROD Team, <b>identified Non-teaching and Related-teaching participants from the Field</b>
<b>Venue</b>	Tanza Oasis Hotel, Tanza, Cavite
<b>Objectives</b>	To validate the draft OHRA Policy to DepEd Non-teaching and Related-teaching personnel. The specific objectives are as follow: <ul style="list-style-type: none"> <li>a. Present the draft OHRA Policy to the identified Non-teaching and Related-teaching personnel (<i>Transfer, Reassignment, Detail, Designation, and Secondment</i>); and</li> <li>b. Gather feedback, comments and recommendations from the target participants on the draft OHRA Policy.</li> </ul>

**PROGRAM OF ACTIVITIES (Updated)**

TIME	ACTIVITY	EXPECTED OUTPUTS	IN-CHARGE
<b>DAY 1: April 1, Tuesday (First Meal: Lunch)</b>			
PM	<i>Ingress and Check-in of Participants</i>		
	<i>Distribution of online materials (Concept Paper) and instructions for the next day</i>		
<b>DAY 2: April 2, Wednesday</b>			
AM	<i>Opening Program</i>		
	<i>Session 1: Preliminaries and House Rules Session 2: Presentation of updates on RSP System Session 3: Presentation of the draft OHRA Policy (focusing on Non-teaching and Related-teaching personnel)</i>	Program Objectives and Directions, RSP Updates; Tasking of pax	HRDD Organizing Committee Participants
PM	<i>Session 4: Presentation of Workshop Design, Tasking, and Instructions Workshop 1: Critiquing of the draft OHRA Policy</i>	Accomplished template for inputs, comments, and recommendations	HRDD Facilitators Participants

	(Breakout groups: Transfer, Reassignment, Detail, Designation, and Secondment);  Tasking and instructions for next day session		
<b>DAY 3: April 3, Thursday</b>			
AM	(Process Checking and Continuation of Workshop 1)  Workshop 2: Presentation and discussion (per breakout group) of the gathered inputs, comments, and recommendations  Process Checking	Comments, inputs, recommendation on the draft policy	Participants
PM	Session 5: Integration of gathered inputs, comments, and recommendations	Revised draft OHRA Policy	HRDD Facilitators Participants
<b>DAY 4: April 4, Friday (Last Meal: Lunch)</b>			
AM	Session 6: Presentation of Ways Forward and Next Steps  Closing Program; Egress of Participants	Revised OHRA Policy	HRDD Facilitators Participants



Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-0521

TO : CENTRAL OFFICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL  
Undersecretary  
Human Resource and Organizational Development

SUBJECT : **DEPED OTHER HUMAN RESOURCE ACTIONS (OHRA) POLICY –  
VALIDATION AND FINALIZATION WRITESHOPS**

DATE : 26 February 2025

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, or the *2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) as amended*, and the directions of the Department of Education (DepEd) towards competency-based HR, the Bureau of Human Resource and Organizational Development, Human Resource Development Division (BHROD-HRDD) has initiated the amendment of Agency Merit Selection Plan (MSP) and align its Recruitment, Selection, Placement, and Induction (RSPI) policies, processes, and system.

After establishing its Agency MSP, hiring and appointment guidelines, as well as the anticipated implementation of the Expanded Career Progression of Teachers, Onboarding policy, and the revision of DepEd-unique Qualification Standards (QS), **the Department's existing guidelines on other human resource actions<sup>1</sup>** needs to be updated, considering the recent developments on the RSPI system. Recognizing the need for updated and responsive guidelines, this policy shall be developed to align HR actions with the current demands and conditions involving movements of DepEd personnel.

In light of this, a six (6)-phase activities for the development of OHRA Policy shall be conducted to formulate, validate, and finalize the policy:

<sup>1</sup> Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation shall be known as human resource action (CSC Memorandum Circular No. 14, s. 2018)



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Effectivity	03.23.23	Page	1 of 19



Title of the Activity	Date	Venue / Mode
1. OHRA Policy Writeshop with RSPI NTWG	March 11 – 14, 2025	The Linden Suites, Ortigas Center, Pasig City
2. OHRA Policy Validation Workshop with <i>Non-teaching and Related-Teaching Personnel</i>	April 01 – 04, 2025	Tanza Oasis Hotel, Tanza, Cavite
3. OHRA Policy Validation Workshop with <i>Teachers</i>	May 20 – 21, 2025	Online – MS Teams
4. OHRA Policy Validation Workshop with <i>School Heads</i>	May 22 – 23, 2025	Online – MS Teams
5. OHRA Policy Validation Workshop with <i>Implementers</i>	May 27 – 30, 2025	Within Iloilo
6. Finalization Workshop of the Draft OHRA Guidelines	June 24 – 27, 2025	Within Baguio

These activities endeavor to accomplish the following:

- d) Revisit the OHRA Concept Paper and legal references on the Department's existing policies and processes on transfer, reassignment, designation, detail, and personnel movements of teaching, non-teaching, related-teaching, and school administration positions;
- d) Formulate the draft OHRA Policy or guidelines on movements;
- d) Validate the draft policy and gather feedback, comments and recommendations from the target/identified DepEd personnel; and
- d) Finalize and refine the policy based on the validation results.

Upon its finalization, this policy aims to provide for the **parameters, mechanisms, and procedures governing the transfer, reassignment, detailing, and designation** of first and second-level employees, including second-level executive/managerial positions, in the Department. Furthermore, it aims to address the identified policy and implementation gaps involving personnel movement from one station to another, to include, among others, clarification on the definition of teacher transfer and reassignment relative to the implementation of Section 6 of the Republic Act (RA) No. 4670, otherwise known as the Magna Carta for Public School Teachers.

In view of this, your Office is requested to **authorize and ensure the participation** of the **RSPI-NTWG members** and **nominate a participant under your supervision** in the abovementioned activities.

For further guidance and information, please see the respective Annexes specifying the **list of participants** and **indicative program design** of the six (6) activities:

Specific Activity	List of Participants	Indicative Program of Activities
<b>A.</b> OHRA Policy Writeshop with RSPI NTWG	<b>Annex A.1</b>	<b>Annex A.2</b>
<b>B.</b> OHRA Policy Validation Workshop with <i>Non-</i>	<b>Annex B.1</b>	<b>Annex B.2</b>



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**ADVISORY**

17 March 2025

This has reference to Memorandum **DM-OUHROD-2025-0512** on the *DepEd Other Human Resource Actions (OHRA) Policy Validation and Finalization Writeshops* dated 26 February 2025. Please be informed that the **OHRA Policy Validation Workshop with Non-Teaching and Related-Teaching Personnel** will be held in **Tanza Oasis Hotel, Tanza, Cavite** on **April 01 to 04, 2025**.

Kindly refer to **Annex B.1. and B.2.** of the said DM for the *List of Participants and Updated Program of Activities*. For those who have not registered yet, please accomplish the online **registration form** through the link/QR Code below, **on or before 26 March 2025**:



All participants are expected to bring their laptops, as some parts of the activity will be done electronically. Bringing a personal extension cord is not mandatory but ideal. It is also advised that the board and lodging are strictly intended to the participants only and the accommodation of the participants' drivers, if any, shall be charged against local funds.

For your guidance and appropriate action.

**WILFREDO E. CABRAL**  
*Undersecretary*

*Human Resource and Organizational Development*